

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Dept. of TSD Division of Engineering 2200 Peachtree Summit, 401 W. Peachtree St. N.E. Atlanta, Ga. 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUL 11 1977 77-202 JUL 12 1977	
4. Person to Contact Hilda Valentine		1. Application	2. Dept. Application No.
5. Working Title Records Clerk		6. Telephone Number 586-5087	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 8/23/65 Present	9. Records Series Title (followed by title used in office, if different) Architectural and Engineering Professional Service Contract File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? Div. of Engineering: The Division of Engineering is responsible for managing those work programs of the General Engineering Consultant and other appropriate technical consultants related to the design of facilities and related equipment by 1) monitoring progress, reviewing and approving the development of criteria and accomplishment of the design performed and 2) monitoring the preparation of, reviewing and approving specifications and Construction Cost estimates including the Engineer's Estimate. 3) Monitoring the administration of Architectural and Engineering Professional Service Contracts.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ^{Monitoring} the performance of Professional Contractual Services to the Authority by Architects, Engineers, and other Engineering Personnel. Included are: Memo's, Conformed Contract copies, UMTA correspondance relating to Engineering Contracts, Work Orders. File is arranged: Alphabetical, by Engineering Subject, by year.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u>			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves <u>2</u> ; Other (specify) _____			

Approved	Department Records Management Officer	7/6/77	Approved	Legal Counsel	7/7/77
Approved	Division Head/Designee	7/6/77	Approved	Division of Audit	7/7/77
Approved	Department Head/Designee	7/6/77	Approved	Department of Archives and History	7/7/77
Approved	Records Management Analyst	7/6/77	Approved	MARTA Management Advisory Committee	7-11-77

17 APPROVALS

(Indicate briefly rationale for recommendations above/or write additional remarks):

These instructions apply to all prior and future accumulations of the series.

- Hold in the current files area _____ month(s) _____ year(s); then
- Transfer to local holding area; hold _____ year(s); then
- Transfer to State Records Center; hold _____ year(s); then
- Destroy
- Transfer to State Archives for permanent retention
- Other (Specify) Transfer to Authority Records Center; Hold for 3 years past Project Completion; then destroy.

Calendar Year; Fiscal Year; Other _____ then,

16. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

See Page 11 D41 of E O M.

Attach copy or excerpt of laws or regulations. Explain administrative need.

- a. State Law _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need _____ years.
- f. Federal retention instructions _____ years.

15. Retention Requirements The following requires the series to be kept:

YES	NO	14. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?